

## **NIH CHILD CARE BOARD MEETING MINUTES**

September 13, 2001

Building 64 East Child Care Center

10:00 a.m. to 12:00 p.m.

### **Members in Attendance:**

Corliss Taylor, Maureen Gormley, Susan Huntley, David Lankford, Juanita Mildenberg, Kim Plascjak, Susan Reider, Qin Ryan, Mary Ellen Savarese, Meredith Torres-Bruckheim, Barbara Thomas, Wendy Thompson, Tim Tosten

### **Liaisons in Attendance:**

Kathleen Clouse-Strebel, Lee Ettman, Tracy Rankin, Mary Haas, Beth Levy, Anne Schmitz, Martina Vogel-Taylor

Guest: Stephen Ficca, Associate Director for Research Services (ADRS)

- I. Welcome and Introductions:** Corliss Taylor welcomed attendees and introduced new members Ms. Maureen Gormley, CC/OD; Ms. Susan Reider, OD/ORHM; and Ms. Meridith Torres-Bruckheim, OGC/BAL.
- II. Approval of Minutes:** Members voted and approved the minutes from the July 12, 2001 meeting.
- III. Child Care at NIH:** Mr. Stephen Ficca, ADRS, shared with members his vision and expectations regarding child care initiatives at NIH:
  - Emphasize that child care is an integral component of NIH employee recruitment and retention efforts.
  - There is a need to identify alternative resources to address the need for additional child care on and near worksites.
  - Revisit the idea of tuition subsidies and identify practical approaches to implement such subsidies including a review of other federal agencies' programs that could be applied to NIH.
  - Move in the direction of having all NIH child care centers accommodate similar age groups with similar policies.
  - Request Board input on the design of the future Northwest Child Care Center.

To express his appreciation for Board efforts, past and present, Mr. Ficca presented each member with a National Association for the Education of Young Children (NAEYC) Circle of Children pin. Mary Haas and Kathleen Clouse-Strebel presented Mr. Ficca with a picture book prepared by the children of POPI to thank him and all of NIH for their new child care facility.

- IV. Review of Member Roles and Meeting Mechanics:** Mary Ellen Savarese began the Board Orientation portion of the meeting. This type of orientation will be held annually, and as each new member is appointed. She reviewed the following:
  - Charter – purpose of the Board and the commitment of members to represent the interests of all of NIH.
  - Terms – voting members serve a 3-year term and should assist in identifying new members that represent the diversity of NIH.

- Meetings – members are expected to attend the 6 scheduled meetings per year and be prepared for those meetings. Meetings are open to the NIH community.
- Subcommittees – members are expected to participate in at least 1 extra curricular activity using their interests and expertise to support the work of the Board

**V. Ethical and Legal Issues:** Continuing the Orientation, David Lankford reviewed the following:

- Appointment of the NIH Child Care Board – to serve as an advisory to the NIH Director on child care issues.
- Relationship between NIH and the Child Care Centers – the centers are independent Corporations with a Use Agreement to provide child care services to NIH employees.
- Tribble Amendment – outlines the terms and conditions to provide child care services in Federal buildings.
- Conflict of Interest Waiver – Members who have a child(ren) enrolled within an NIH-sponsored child care center must obtain a conflict of interest waiver from their Ethics Officer.

**VI. NIH Work and Family Life Center (WFLC):** Wendy Thompson reviewed with members the following:

- Relationship between the Worksite Enrichment Programs Branch (WEPB) and the activities of the WFLC related to child care.
- WFLC contract with LifeWork Strategies, Inc. to provide a child care resource and referral service free of charge to NIH employees.

**VII. Board Work/Action Plan:** Corliss Taylor reviewed with members the following:

- Monthly outline of the Board's 2001 – 2002 Work Year
  - A Subcommittee was appointed to begin preparing the Board's Annual Report to the NIH Director. This year's report will have a new format using bullets or numbers within categories e.g., Accomplishments, Recommendations, and Priorities. Results from the NIH Child Care Survey can be presented in graph and chart format.
- The NIH Child Care Programs website which features Board activities and accomplishments and can be used as an information and recruitment tool.
- NIH Child Care Board information cards, which are part of Board outreach and public awareness. Several members volunteered to assist with future presentations about the Board.
- Members will be offered an opportunity to provide input for the Program of Requirements for the new Northwest Child Care Center. So many members expressed interest that Mary Ellen will design multiple opportunities for Board member comment and suggestions.

**VIII. Announcements and Updates:**

Announcements -

- September 17<sup>th</sup> - NIH Child Care Survey will be sent to employees via global e-mail.

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- September 25<sup>th</sup> - NIH Orientation Fair. WEPB and WFLC will be attending and will distribute Child Care Board information.
- October 10<sup>th</sup> - Quality of Work Life Awards Ceremony where the NIH Child Care Board will be recognized.
- October 11<sup>th</sup> - Ribbon Cutting Ceremony for the East Child Care Center.

Updates -

**ChildKind, Inc.**

- New Center Board members and Officers will be elected by the end of the month.
- Back-to-School-Night is scheduled for the end of October.
- Planning for field trip to Butler's Orchard.

**POPI**

- September 10<sup>th</sup> - Kindergarten Back-to-School-Night.
- September 20<sup>th</sup> - New Parent Orientation.
- New Center Board elections will occur the first two weeks in October.

**WEPB**

- Will work with the three Centers to provide more opportunity to become more active in State and County child care programs.
- FY'02 WEPB has established a budget for Board expenses.

**IX. Adjourn:** The meeting adjourned at 12:15 p.m.

Prepared by:  
Pamela Jenkins  
October 1, 2001